

Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin
Number**

16195BR

**Type of
Recruitment**

Transfer Opportunity

Department

Internal Services

Position Title

ACCOUNTING TECHNICIAN I

Filing Type

Open Continuous

**General
Information**

The ISD Administration and Finance Service (AFS) is seeking a highly motivated, well-qualified accounting support staff to fill a vacancy in the Finance Division, General Accounting Section. The position works with a variety of vendors and ISD personnel to resolve and pay vendor invoices.

Requirements

All interested permanent employees wishing to be considered for a lateral transfer and who hold the payroll title of **Accounting Technician I, or who are eligible for an administrative reassignment in accordance with Civil Service Rule 15** are invited to submit a resume, copies of their last two performance evaluations, and last two years' time records. Resumes will be accepted until the needs of the service are met. Resumes and supporting documentation may be submitted to:

Jennifer Rodriguez, Secretary III

1100 N. Eastern Avenue, Room 220

Los Angeles, CA 90063

(323) 267-2112

JennRodriguez@isd.lacounty.gov

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection.

**Desirable
Qualifications**

- Working knowledge of the County eCAPS Financial System, including eProcurement;
- Strong knowledge of accounting principles, procedures, and County fiscal policies;
- Strong problem-solving and organizational skills;
- Ability to work independently with minimal management oversight;
- Experience in working effectively with all levels of staff and management, public and private organizations, government agencies, and County departments;

- Excellent verbal and writing skills and professional demeanor; and
- Good working knowledge of computer programs including Excel and Word.

Duties

Processes complex invoices including invoices related to Los Angeles County- Capital Asset Leases (LAC-CAL), Motor Vehicles Accumulative Capital Outlay (ACO) Fund; and Telecommunications Equipment Services Master Agreement (TESMA).

Interacts daily with ISD personnel, vendors and has day-to-day responsibility for vendor payments utilizing the County's eCAPS eProcurement module system;

Performs a variety of financial-technical work, spending a large portion of time in maintaining the accounting records of a moderate to large-scale accounts payable system;

Using established procedures verifies invoices, sales tax and discounts for accuracy, collaborates and researches purchase order discrepancies with ISD Procurement staff and responds to vendor inquiries;

Reconciles payment statuses to vendor accounts including those instances where the cause of disagreements often is not obvious because of the volume and variety of transactions involved;

Sorts incoming invoices, files financial documents, and retrieves financial documents for audits.

Vacancy Information

The vacancy is located at Internal Services Department, Administration and Finance Service, Finance Division, 1100 N. Eastern Avenue, Room 220, Los Angeles, CA 90063. This worksite is on a 4/40 work schedule.

Available Shift Day

Contact Name Jennifer Rodriguez

Contact Phone 323-267-2112

Contact Email JennRodriguez@isd.lacounty.gov

Job Field Finance and Accounting

Job Type Administrative Support

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)